SHARP Agency Security Request Form

User ID: ____________ **Security Action Requested** (check one)**:** New User ☐ Update ☐ Remove ☐

Agency Number: ____________ **Agency Name:** ____________

Employee Name: ____________
(First) (Mid) (Last)

Work Address: ____________

Area Code/Work Phone: / ____________ **Email Address:** ____________

Employee ID: ____________

Roles with Update Access

The following roles have update capability and require successful completion of the appropriate Computer Based Training.

Access	Roles	Access included:	Description
Prior DPS Approval Necessary	**Agency Time & Leave Administrator**	Time and Leave, Shared Leave, Pay Affecting Adjustments and Supplementals, Non-pay Affecting Adjustments, Bonus Pay, T&L Reports	Access to this role is limited to agencies with unclassified employees whose leave accrual does not follow the provisions of Executive Order 98-7 and who have prior approval to update leave balances. Ability to update and view leave balances; enter employee time and make current period, pay-affecting and non pay affecting adjustments; enter supplementals; enter bonus pay; view shared leave and time and leave errors; run T&L reports.
☐	**Agency Timekeeper**	Time and Leave, Shared Leave, Pay Affecting Adjustments and Supplementals, Non-pay Affecting Adjustments, Bonus Pay, T&L Reports	Ability to update leave balances; enter employee time and make current period, pay-affecting and non-pay affecting adjustments; enter supplementals; enter bonus pay; view shared leave and time and leave errors; run T&L reports.
☐	**Agency Recruiter**	Recruitment, Recruitment Reports	Adds requisitions; maintains applicant's information; associates applicants; runs Recruitment reports.
☐	**Agency Training Administrator**	Admin. Training, Training Reports	Sets up new courses and sessions; enrolls students; enters student training; runs Training reports.
☐	**Agency HR Administrator**	Admin. Workforce, Manage HR Setup Tables, HR Reports	Enters employee data changes including personal and job data. Hires Applicants and Employees. Process unclassified merit, bonus pay, step increases and longevity bonuses. Runs HR reports.
☐	**Regents HR Administrator**	Admin. Workforce, Position Data, Manage Positions	Access to this role is limited to selected Regents HR/Payroll employees. Ability to update employee and position data due to errors associated with the Regents Management Reporting Interface.
☐	**Agency Position Administrator**	Manage Positions, Manage HR Setup Tables, Position Reports	Adds positions and makes updates to position information; view FTE Table; runs Position reports.
☐	**Agency Benefits Administrator**	Admin. Base Benefits, Reports	Update information for employee retirement benefits and group term life eligibility. View benefits records. Run Benefits reports.
☐	**[WF] Agency Payroll Administrator**	Workflow	Agency recipient of Payroll workflow worklists.
☐	**Agency Commitment Acct. Spec.**	Define Comittment Accounting	Setup Acct Cd, Dept Budget, & Position Pool Tables, Generate Dept FTE & FTE Rollup Reports.
☐	**Agency Payroll Specialist**	Maintain Payroll Data, Manage Payroll Process, Manage Positions, Administer Workforce, Payroll Reports	View and maintain payroll data, view position and job data, run payroll reports.
☐	**Regents Payroll Administrator**	Maintain Payroll Data, Define Payroll Process, and Define Payroll Taxes	View Payroll Balances, Update/Display, Update/Display All to employee payroll data, Year to Date Balances Report, and display only to Payroll Process tables and Payroll Tax Tables.
☐	**Regents Payroll Tax Specialist**	Maintain Payroll Data, Define Payroll Taxes	View Payroll Balances, Update/Display, Update/Display All to employee payroll tax data, Year to Date Balances Report, and Display Only to Define Payroll Tax Tables.
☐	**Regents Payroll Savings Bond Specialist**	Maintain Payroll Data	View Payroll Balances and the Savings Bond Log Edit

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Roles with View Only Access

Review of Computer Based Training is encouraged for the 'View Only Roles' in the following section, but is not required.

Access	Roles	Access included:	Description
☐	**Agency Time & Leave Inquiry**	Time & Leave, Reports	View Time records and Leave balances; run T&L reports
☐	**Agency Recruitment Inquiry**	Recruitment, Reports	View recruitment records and run recruitment reports
☐	**Agency Training Inquiry**	Admin. Training, Reports	View training records and run training reports
☐	**Agency HR Inquiry**	Admin. Workforce, Reports	View employee HR data records and run HR reports
☐	**Agency Position Inquiry**	Manage Positions, Reports	View position data records, FTE Table and run position reports
☐	**Agency Benefits Inquiry**	Admin. Base Benefits, Reports	View employee benefits records and dependent beneficiary data. Run benefits reports.
☐	**Agency Payroll Manager**	Maintain Payroll Data, Manage Payroll Process, Administer Workforce, Reports	Maintain Payroll Data, Manage Payroll Process, Administer Workforce, Define Commitment Accounting
☐	**Agency Payroll Inquiry**	Maintain Payroll Data, Manage Payroll Process, Administer Workforce, Define Commitment Accounting	View payroll data, job data and position accounting data.
☐	**Regents Payroll Inquiry**	Maintain Payroll Data, Define Payroll Process, and Define Payroll Taxes	Display only access to Maintain Payroll Data Inquire and Use bars and ability to run Report Year To Date Balances. Display only access to Define Payroll Process and Define Payroll Taxes.

SHARP User's Highest Level Department Number to be accessed or Multiple Department Numbers if necessary.

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Agency Signoff: _______________________________ **Date:** ______________

Title: _______________________________ **Work Phone:** ______________

Email Address: _______________________________

DPS Signoff: _______________________________ **Date:** ______________

SHARP Signoff: _______________________________ **Date:** ______________

Excel forms may be completed, saved, and emailed as an attachment to:
kristine.scott@da.state.ks.us

Please send printed forms to:
Kristine Scott
Division of Personnel Services
LSOB, 900 S.W. Jackson St., Rm. 901-N
Topeka, KS 66612
Questions? (785) 296-2626

Check the CBT which was completed. A results page printout from the CBT must be attached.					
CBT Title	**CBT Code**	**Passed**	**CBT Title**	**CBT Code**	**Passed**
Manage Positions	CBT002	☐	Recruit Workforce	CBT006	☐
Administer Workforce	CBT003	☐	Time and Leave	CBT007	☐
Administer Base Benefits	CBT004	☐	Payroll	CBT008	☐
Administer Training	CBT005	☐	Commitment Accounting	CBT009	☐